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RECORDS MANAGEMENT OFFICERS' CONFERENCE
Ocean City, Maryland
May 26-28, 1970

PROGRAM

MAY 26, MORNING

Selected Records Management Programs

Establishing Directives Systems

Indexing Directives

MAY 26, AFTERNOON

U.S. Courts Paperwork

Office Landscaping

Effect of Computer Terminals on Records Programs

MAY 27, MORNING

Data Archives

Establishing Control over Magnetic Tapes

MAY 27, AFTERNOON

Promoting Forms Management

Shelf Filing vs. Mechanized Filing

A Vital Statistics Film System

MAY 27, EVENING

Mail Management Studies and Results

MAY 28, MORNING

Use of Records Centers

Paper Sizes

Records Management Internal Evaluations

On file GSA Release instructions apply.
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